



PORT GAMBLE S'KLALLAM TRIBE

Request for Proposals Civil Legal Aid Services

Background of Tribe and Intent

Vision

“Port Gamble S’Klallam Tribe uses our many resources to maintain a proud, strong, healthy, educated community that uses innovation to ensure all our people enjoy a good quality of life.”

Mission: The mission of the government of the Port Gamble S’Klallam Tribe is to improve the quality of life for all tribal members. We accomplish this through decision-making that considers future generations, competent administration and management, preservation and protection of our rich cultural heritage and natural resources, the enhancement of economic opportunities, and the protection of tribal sovereignty through determining our own destiny.

Brief Description of Tribe

The Port Gamble S’Klallam Reservation is located on the northern tip of the Kitsap Peninsula in Washington State. It is situated on Port Gamble Bay, for generations an important natural resource for Native Americans. The Port Gamble S’Klallam Indian Tribe has been increasing its interaction with its neighbors in the North Kitsap area, making it known that it is concerned about issues related to growth, water resources and land use. By expressing these concerns and working with members of the surrounding communities the Tribe is taking its rightful place as a responsible citizen and custodian of the natural resources surrounding its home.

The Tribe is one of 29 federally recognized Indian Tribes in Washington State. The population of the Port Gamble S’Klallam Tribe is currently just over 1,300 enrolled tribal members. About half the tribal members reside on the reservation, along with other Native Americans and non-Indians. More information about the Tribe can be found at the Tribe’s website: www.pgst.nsn.us

Intent of Tribe

The Port Gamble S’Klallam Tribe is soliciting Requests for Proposal from interested parties to provide contract Civil Legal Aid services to the Tribe’s membership. Services will include advising members on issues related to: family law, landlord/tenant, wills/estates, contracts/property, bankruptcy, Social Security Administration, civil matters in Kitsap County and

in the jurisdiction of the Community Court and pursuant to Port Gamble S'Klallam Tribal Law and Order Code.

Essential Duties and Responsibilities:

The attorney will provide holistic civil legal aid services to eligible tribal members through the Office of Civil Legal Aid. The attorney will provide legal advice but will not provide direct legal representation in court.

The contractor should anticipate working approximately 40 hours per week but will help develop and market services available, assess the workload and report back on data and anticipated needs.

Desired Scope of Services

1. Provide civil legal advice to Port Gamble S'Klallam Tribal members through clinic hours and workshops.
2. Meet individually with clients in a variety of settings as necessary and with a variety of legal needs.
3. Coordinate and schedule legal aid workshops through a series of subject matter specific legal aid clinics to the community.
4. Refer clients out for conflicts
5. Maintain data on case types, trends, and needs within the community.
6. Prepares quarterly reports indicating types of cases, referrals declined, completed cases, and status of appealed cases and submit to the Court Services Director.
7. Meet on a quarterly basis with Director of Court Services.
8. Demonstrated experience in working with current computerized case management systems and other court related software and technology.
9. Assist with other duties necessary with the PGST Office of Civil Legal Aid as requested.

Other Functions

1. Establish and maintain an effective system of communication throughout the Port Gamble S'Klallam Tribe, and establish and maintain an effective working relationship with others; and
2. Demonstrate tact, respect, and diplomacy in working relationship.

Selection Criteria and Qualifications (In no particular order)

- a. Have a juris doctorate degree from an ABA accredited law school.
- b. The attorney should be licensed in Washington State or have the ability by motion to licensure in Washington State. Admission to the Port Gamble S'Klallam Tribal Court will also be required.
- c. Must have three (3) years' experience as a licensed attorney, working with clients, and providing advice, counsel, and representation.
- d. Must be a member in good standing of the bar in any state.
- e. The attorney should have proven case management and interpersonal skills.

- f. A working familiarity with Race Equity concepts and Trauma Informed client interactions is a plus.
- g. Strong written and spoken communication skills, collaboration and relationship-building skills are required, and a commitment to working with and centering
- h. Must be able to travel to attend training and meetings as required.
- i. Maintain the highest ethical standards for himself/herself, including strict confidentiality.
- j. The Port Gamble S'Klallam Tribe reserves the right to award a contract according to its Indian Preference Policy.

Proposed Schedule

- a. Tribe to release RFP by January 13, 2022.
- b. Proposals will be accepted until the award of the winning bidder service contract.
- c. The Port Gamble S'Klallam Tribe will review the first round of proposals delivered to, or postmarked by Thursday, January 27, 2022.
- d. The tentative selection timeline is to select an applicant and have a contract completed by February 11, 2022.

Proposal Requirements/Guidelines

- e. Letter of Interest and overall qualifications.
- f. Description of Bidder practice areas and services proposed, including an explanation of how these services will best meet the Tribe's needs as described in the Scope of Work.
- g. A list of references regarding reputation and qualifications of the attorney performing civil legal aid duties.
- h. Proposals shall clearly set forth flat rate or fee structure to be charged for services.

Procedures for Submission

All bid proposals must be submitted either in a security protected pdf format or in a sealed envelope and clearly marked "Sealed Bid Proposal – Prosecutor" and include two copies of the proposal. Proposals will be accepted until the award of the winning bidder service contract. The Port Gamble S'Klallam Tribe will review the first round of proposals delivered to, or postmarked by Thursday, January 27, 2022. Proposals should be submitted to:

Electronic Address: cbarone@pgst.nsn.us

Mailing Address:
ATTN: C. Barone
Port Gamble S'Klallam Tribal Court
31912 Little Boston Road N.E.
Kingston, WA 98346
(360) 297-6297

For additional information or clarification please contact Ms. Barone of the Port Gamble S'Klallam Tribe Community Court, at 360-297-6297. All material submitted in response to this Request for Proposals becomes the property of the Tribe and will not be returned.

Rejection of Responses

The Tribe reserves the right to reject any or all responses to this Request for Proposals or to award a contract to the next most qualified candidate, based solely on the Tribe's judgment, if the successful candidate does not enter into a contract with the Tribe within thirty (30) days after the selection of the provider by the Tribe.

Dispute Resolution and Waiver of Sovereign Immunity

Any candidate responding to this Request for Proposals should include a statement of their consent to the jurisdiction of the Port Gamble S'Klallam Tribal Court for the resolution of any disputes that may arise between the consultant and the Tribe along with their agreement that any waiver of sovereign immunity that may be included in a contract between the Tribe and the consultant will be limited to declaratory and injunctive relief in Port Gamble S'Klallam Tribal Court.